

# STATE OF CALIFORNIA



## MEMO

**To: EXECUTIVE COMMITTEE  
RAMON ALVAREZ C., CHAIR  
KATHRYN DOI, MEMBER**

**Date: December 26, 2017**

**From: DAWN K. KINDEL**

**Subject: DISCUSSION AND CONSIDERATION OF WHO WILL ATTEND THE OUT-OF-STATE TRIPS FOR THE 2nd HALF OF FISCAL YEAR 2017-2018 THAT WERE PREVIOUSLY APPROVED BY THE BOARD**

### BACKGROUND

At the January 18, 2017, General Board meeting, the Board members approved the following out-of-state travel plans for the second half of fiscal year 2017-2018.

- Travel to the National Automobile Dealers Association Convention and Expo for the Executive Director and one Board member. The convention will be held March 22-25, 2018, in Las Vegas, Nevada.

Following the January meeting, staff submitted a request for blanket budget approval of these trips. The request was denied.

In order to attend this convention, individual trip approval will be needed from the California State Transportation Agency and should be submitted as soon as possible. Since this trip is to a State bordering California, approval from the Governor's office is not required.

It has been the Board's practice to pay for the registration of any Board member who wishes to attend this event on their own.

### RECOMMENDATION

Since the Executive Director position is currently vacant, it is recommended that two Board members attend this convention.

If you have any questions concerning this matter, please contact me at (916) 323-7201.